

# Conventions of Non-fiction Text

# HEADINGS

## Sub-headings

- organize the page to help a reader pinpoint his search for specific information

# Table of Contents

- at the front of the book
- lists key topics/chapters
- presents them the order they appear in the text

# Index

- at the back of the text
- an alphabetical list, with page numbers, of almost every topic in the book

# Glossary

- found at the back of the text
- helps the reader to find the meaning of special, subject-specific words that are included in the text

# Fact Files

- collect important facts on one page or in one text box so that the reader can find them quickly

# Photographs

- help the reader to see exactly what something looks like
- not illustrations

# Captions

- sentences or phrases that specifically name or describe that which is shown in a photograph



# Types of Print

**bold** *italics* underlined

-help the reader by signalling “Look at me!! I’m important!!”